

Oversight Committee Meeting

December 1, 2011, 8:30-9:45, Devens DPW

Closed Session Meeting Minutes – Submitted by Dave Blazon

Attendees:

- David Blazon (Devens), Laura Caron-Gustus (Lunenburg), Jim Clyde (Littleton), Tom Delaney (Groton), Don Klein (Townsend), Rich Nota (Harvard), Shelly O'Toole (Bolton), Orlando Pacheco (Lancaster), Andy Sheehan (Townsend).

Dave Blazon, Chaired the Meeting

The meeting opened with Rich Nota (Harvard) stated that Dona Neely should have a voice in the process. Rich then made a motion to reconsider the motion from the last Closed Session Meeting, (extending Dona Neely's contract through December 31, 2011). After discussion from the other towns, Rich withdrew his motion.

1st Motion

Tom Delany (Groton): made a motion to approve the extension of Dona Neely's contract to December 31, 2011, for \$3, 125 and fund it through the \$6,175 transfer to Capital.

Seconded by: Don Klein (Townsend). Unanimously approved.

2nd Motion

Rich Nota (Harvard): made a motion to have the Collaborative discuss the needs and resources to manage the HHW Project starting in the new year.

Seconded by: Jim Clyde (Littleton). Unanimously approved.

Orlando Pacheco was present for the 2nd Motion.

The closed session meeting adjourned and the start of the Public Meeting began immediately following.

Open Meeting Minutes, Submitted by Dona Neely

Attendees:

- As listed above, along with Tessa David (Program Manager) and Dona Neely (Project Manger).
- Member town not represented: Ayer
- No members of the public were present

Welcome:

- Dave facilitated the meeting as the Chairperson.
 - MOTION: Rich made the motion to accept the minutes from the November meeting, Jim seconded the motion and it passed unanimously.

General:

- Dave informed Dona that during an Executive Session meeting the Committee voted to approve a contract for her time invested from July 1 through through December 31, 2011, with a fee of \$3,125. The Committee also requested that an update on administrative responsibilities and proposed staff roles for Dona and Tessa be presented for their consideration in January. Dona thanked the OC for their support. She also shared an updated outline of current activities and action items (below) for their review and committed to work with Tessa to prepare a proposal for management of administrative duties going forward.
- Dona reminded the team to promote the December events in an effort to maximize cost efficiencies with the required cleanout of the cabinets for the winter season. Orlando shared that Lancaster is promoting the collections via the cable TV station, a sign board, on the town's website, and perhaps via the press. Andy shared that the service is promoted on Townsend's website, a sign board, cable TV, and local media. Laura said that Lunenburg is promoting the service on the home page of the town's website, a sign board, and is announced on cable TV at the Board of Selectmen's meetings. Dona shared that the service is promoted on the Devens community website.
- Dave informed the Committee that the informal spec and cost estimate for the roof were not sufficient because the proposed structure did not meet new building code requirements. He warned that as a result the related cost would likely be higher than the planned \$40,000. Tom suggested that a generic RFP could provide ideas on other structural options; Dave responded that first it was necessary to establish a spec of the basic requirements. Several members expressed that a new member would help with the securing of the additional funds needed.

Budget:

- Dona distributed an updated version of the budget documents and reviewed current results and forecasts (sent as an attachment along with minutes document).

Capital Budget:

- The Committee had open conversation regarding the classification of the unencumbered funds and agreed that they should be kept in the line item for "Capital Contingency" and not shown as a "Net Excess." Dona will reflect this in the next revision.
- Attendees discussed whether the upcoming expense related to Dona's contract should be captured in the Capital or Operating budget. The Committee agreed to follow the approach decided at the earlier Executive Session to apply this to the Capital budget, since there was already a line item here for her time invested in the previous fiscal year. Dona will reflect this in the next revision.
- The status of the DEP grant was also discussed. Dona responded that there is approximately \$7,700 remaining (NOTE: actual amount is \$7,877) that must be used for a construction related expense by June 30, 2012, unless a request for an extension is made. She suggested that this be applied to the cost of a site design plan for the roof. She will also note which capital expenses were reimbursed by the grant in the next update for reference purposes.
- Clarification was requested for expenses related to the Ribbon Cutting (\$232) and Publicity (\$260) noted in the Capital and Operating budgets, respectively. Dona will research and clarify at the next meeting.

Operating Budget:

- As requested by the OC, the updated Operating budget documents show membership fees collected and insurance expenses incurred allocated over the year instead of all in the first quarter. Some attendees expressed concern that this approach does not accurately reference how much cash is actually available. Dona responded that she is working with MassDev Finance on the content and format of Balance Sheet and other financial documents that will present this info and additional details.
- Tessa informed the Committee that there will be an expense of \$150 and 8 hours of time for an OSHA refresher course that she needs to take annually to maintain her HAZWOPER certification. The OC agreed that the expense will come out of the expected surplus for the current year and a line item will be added to the proposed budget for the next fiscal year.
- Attendees had open conversation regarding the process for expending funds designated as “excess” and agreed that it was up to their discretion and that no additional town action was required when managing available funds.
- The OC discussed the treatment of excess funds and agreed on a preference to apply all monies available with a goal of having placeholders for expenses beyond what is currently identified.
 - MOTION: Tom made the motion, which was seconded by Orlando and approved unanimously, to add 2 new lines to the proposed FY13 budget for Tessa’s certification cost and staff and/or contractor labor for the value of funds not yet allocated.
- The Inter-Municipal Agreement states that the annual operating budget will be approved on or before March 30th. Members agreed to do preliminary budget planning with a goal to issue a Notification of Assessment to each town by December 31 to confirm the expected membership fee to be invoiced in July. Tessa will send the notices out this month.
 - MOTION: Rich made the motion, which was seconded by Chief Klein and unanimously approved, to establish that the assessment for FY13 would stay the same as this year’s.

Next Meeting Date:

- **January 24, Tuesday, 8:30a**